

Job Title: Senior Driver G3 (Fixed Term)

Requisition ID 172981 - Posted - Fixed Term - Asia, Southern - Sri Lanka - Colombo - (English) - ADMINISTRATION

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

In emergencies, WFP gets food where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After an emergency, WFP uses food to help communities rebuild their shattered lives. Present in nearly 80 countries, the organization has the global footprint, deep field presence and local knowledge and relationships necessary to provide access to nutritious food and contribute to lasting solutions, especially in many of the world's most remote and fragile areas. In Sri Lanka, a lower-middle-income country, WFP is committed to achieving the Sustainable Development Goals (SDGs) in tandem with sister UN Agencies and the government, and in particular, SDG 2, Zero Hunger. WFP is looking for multifaceted individuals to join our dynamic team to support in pursuing our mission.

TERMS AND CONDITIONS

Position Title: Senior Driver

Contract Type: Fixed Term

Number of Position: 1

Contract Duration: 1 Year

Duty Station: Colombo

Nationality: Sri Lankan only

Remuneration: Attractive remuneration package following UN policy including salary and medical insurance

DEADLINE FOR APPLICATIONS

Wednesday, 21 September 2022

JOB PURPOSE

To provide efficient and safe transportation to senior WFP staff, high ranking UN officials or visitors, and/or provide support in coordinating transport related services

KEY ACCOUNTABILITIES (not all-inclusive)

1. Provide transportation to senior WFP staff, high ranking UN officials and visitors including translation of basic conversations from/to the local language, and the delivery and collection of various items following authorized routing and UN safety and security rules and regulations to ensure safe and efficient services.
2. Plan and assign the routes and schedules for other Drivers, to support efficient transport-related services for clients.
3. Meet official personnel and visitors at the airport or other entry points and provide basic assistance with visa and customs formalities, to facilitate smooth and safe entry and arrival to the authorised destinations.
4. Responsible for accurate maintenance of the vehicle log books, and daily reporting to the supervisor on mechanical status to ensure efficient vehicle use and fuel consumption supporting accurate accounting and cost-efficiency.
5. Efficiently plan and coordinate WFP vehicle maintenance to ensure vehicles are fully equipped with required travel authorisations and supplies, assigned equipment on board is in a good condition to support safe and efficient services.
6. Follow established rules and regulations for field deliveries and/or in cases of an accident, and report immediately to the supervisor on any apparent problems, to seek for instructions and facilitate informative decisions on the way forward.
7. Outside driving duties, perform basic office related tasks such as filing, photocopying and maintaining stores when required including mailing service and payment of office telephone and other bills, to ensure administrative support to clients.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Builds an understanding of WFP's Strategic Objectives.
- Be a force for positive change: Approaches individual tasks and responsibilities with a positive attitude and demeanor.
- Make the mission inspiring to our team: Understands the impact of WFP activities in beneficiary communities.
- Make our mission visible in everyday actions: Connects individual tasks and responsibilities to unit's goals and mission.

People

- Look for ways to strengthen people's skills: Seeks opportunities to build and enhance individual skills.
- Create an inclusive culture: Demonstrates respect and understanding for diversity and cultural differences.
- Be a coach & provide constructive feedback: Identifies and approaches colleagues or supervisors to serve as coaches.
- Create an "I will"/"We will" spirit: Sets clear goals and measurable targets for own tasks and responsibilities.

Performance

- Encourage innovation & creative solutions: Assesses own tasks and responsibilities to find ways to be more efficient.
- Focus on getting results: Maintains accurate records of completion times and tasks in own areas of responsibility.
- Make commitments and make good on commitments: Understands responsibilities and the metrics associated with own tasks.
- Be Decisive: Notifies supervisors of dangerous situations or potential issues that may arise while in the field or office.

Partnership

- Connect and share across WFP units: Understands WFP's organizational structure, including the purpose and mission of each unit.
- Build strong external partnerships: Supports team in working with colleagues and WFP's partners in the field toward common goals.
- Be politically agile & adaptable: Maintains a professional and courteous relationship with other WFP employees and partners in the field.
- Be clear about the value WFP brings to partnerships: Understands own team's contributions in its partnerships with internal and external stakeholders.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Governance, Strategy and Architecture	Demonstrates awareness of overall IT governance structure and system architecture development to support the process and assist in design of interaction between systems
Change Implementation, Project management, Planning and Optimization	Has basic understanding of project management principles to provide basic estimates on timing, resource utilisation and costs to facilitate the project planning process.
Technical Expertise	Understands technical aspects of own job and applies them in a thorough and systematic manner to analyze customer's technical issues and offer value adding advice and/or solutions.
Service Management	Understands and follows the established standards and protocols for service excellence within own domain to maintain quality of delivery and high levels of customer satisfaction.
Client Management	Demonstrates working understanding of existing hardware, software, servers and network management to resolve users' routine problems using WFP's established processes and tools.
Procurement and Contract Management	Assists in the technology selection process by collating information on vendors and/or products for evaluation against criteria.

STANDARD MINIMUM QUALIFICATIONS

Education:

Completion of secondary school education and formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations..

Experiences:

Minimum requirement: Three or more years of work experience as a Driver (Preferably in an international organization, embassy or UN system with a demonstrated safe driving record)

Desired requirement: Experience in driving a variety of makes and models of vehicles, including vans, trucks and other kinds of motorised vehicles. Experience in defensive driving is desirable.

Language:

Excellent oral and written communication skills in English.

Knowledge & Skills:

- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, local roads/waterways and conditions, and security issues.
- Good understanding of transport services and ability to coordinate routes and schedules for other Drivers.
- Knowledge of driving/boat operating rules and regulations whichever applicable.
- Knowledge of safety standards and safety equipment (e.g. fire extinguishers, buoyant wearable safety devices, etc.)
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to assess vehicles for mechanical fitness and skills in minor vehicle repairs.
- Knowledge of the vehicle loading capacity and other parameters.
- Knowledge and ability to use radio, email, telephone and other applications.
- Basic skills to assist in case of emergency, knowledge of first aid basic methods.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy and tact.

To Apply:

Click '**Apply**' to the link below to start the application process. **Candidates are requested to create an account in WFP E-Recruitment system before applying.**

Please also include your CV with a cover letter, highlighting your motivation and suitability for this vacancy, as part of an online application.

WFP offers an attractive compensation and benefits package including basic salary and medical insurance.

Please visit <https://www.wfp.org/countries/sri-lanka> to learn more about WFP's operations in Sri Lanka.

Only short-listed candidates will be contacted.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.